



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

JOB DESCRIPTION **SECTION CHIEF, CIVIL LITIGATION SECTION**

Summary: Attorney responsible for supervision of Civil Litigation Section consisting of Assistant Section Chief, 25 attorneys, 13 paralegals/support staff, and law clerks, in addition to maintaining an appropriate case load. Reports to Chief Counsel for Litigation.

Duties include:

- Assign cases, oversee litigation strategy and otherwise supervise the prosecution and defense of civil litigation cases.
- Review for approval requests for settlement authority and direct negotiation. Identify suitable cases for negotiated resolution and achieve benefits for clients by resolving issues through bargaining and principled compromise.
- Prosecute and defend the State's interests in civil litigation cases in state and federal courts and in administrative proceedings. Oversee Section's statistical and case status reports.
- Recruit, interview, train and supervise Section staff. Review personnel issues. Review and approve attorney leave requests, work schedules, time sheets, travel authorizations and contract requests.
- Provide training and mentoring in conjunction with the Assistant Section Chief.
- Oversee the formulation and implementation of short-term and long-term goals designed to enhance efficiency and effectiveness. Oversee the development and implementation of policies, procedures and protocols within the Section through coordination with the Chief Counsel for Litigation.
- Act as liaison with courts and their staff on questions of case management and compliance with local rules.
- Advise and consult with client agencies regarding litigation. Keeps supervisors, client agencies, and other appropriate parties informed of ongoing matters to establish a cooperative working relationships based on mutual trust, communication, and understanding of goals.
- Review pending legislation and proposed rules affecting litigation.
- Determine whether Attorney General will bring suit on behalf of Department of Labor claiming discrimination against employees who bring IOSHA safety complaints. Report wage claim dispute results.
- Maintain an appropriate case load in addition to administrative duties described herein.
- Perform other legal and administrative duties as assigned at the direction of the Chief Counsel for Litigation or Attorney General.